

DDA SUBJECT FILE COPY

ROUTING AND TRANSMITTAL SLIP		Date	
		02 DEC 87	
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. DIRECTOR OF TRAINING & EDUCATION			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

#1 - FOR ACTION, AS APPROPRIATE. IF A WRITTEN
RESPONSE IS SENT, PLEASE PROVIDE DROP
COPIES TO PAO AND DDA.

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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

	Room No.—Bldg.
	Phone No.

5041-102

★U.S.GPO:1988-0-481-247/20047

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

TRANSMITTAL SLIP		DATE <i>24 Nov 87</i>
TO: <i>EA/DDA</i>		
ROOM NO. <i>7024</i>	BUILDING <i>HQS</i>	
REMARKS: <i>Over to you for whatever action you deem appropriate (OTE?) Thanks.</i>		
FROM: <i>DCI/PAO</i>		
ROOM NO. <i>1016</i>	BUILDING <i>Ames</i>	

FORM NO.
1 FEB 56 241REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

Lefkoe & Associates, Inc.

61 Wilton Road • Westport, CT 06880 • (203)222-9330

87-2562X

24 NOV 1987

November 19, 1987

Assistant Director Curriculum
Central Intelligence Agency
Washington, DC 20505

Dear Assistant Director Curriculum:

The enclosed magazine, which we write and publish, is received by almost 4,000 leaders throughout the world. Subscribers range from CEOs of major U. S. and foreign corporations, government leaders and ambassadors, to heads of major trade and professional associations, university presidents, and labor leaders.

I think you will find the magazine both interesting and valuable. It describes a unique training and consulting technology that we have developed, which enables people to be able to deal more effectively with today's rapidly changing environment.

Essentially, the technology is based on two observations: (1) people generally act consistently with the way they see themselves (rather than based on what they are taught or told to do) and (2) the way an organization sees itself (i.e., its culture) has a greater impact on employees' behavior and the organization's results than any other single factor.

By assisting individuals and organizations to shift how they see themselves, we are able to make significant changes in people's behavior.

We have applied our unique technology very successfully in many consulting and training assignments, where we have dealt with a wide variety of problems. The articles in *Leadership* address many of those issues, and spell out in greater detail the technology we use in assisting our clients to resolve them.

I would appreciate the opportunity to meet with you. We would like to find out your specific concerns so we can tell you exactly how our unique consulting and training technology can assist you in dealing with them. We will be happy to provide you with references who will tell you how effective our technology has been in helping them resolve their particular problems.

Sincerely yours,

Morty Lefkoe
President

MRL/lai
encl.